career opportunity

California Department of Technology

Information Technology Project Oversight Division

Data Processing Manager II, $5,966-$7,842, Multiple Openings

Final File Date: Until Filled

If you have previously applied for RPA 14-183, you do not need to reapply

Who Are We?

As *the* central IT organization for the State of California, the Department of Technology's Headquarters Office is responsible for the approval and oversight of all state information technology projects. We hold statutory authority over strategic vision and planning, enterprise architecture, IT policy, and project approval and oversight. We are committed to both transparency and waste reduction in state government.

Among other responsibilities, our Headquarters Office develops and maintains the state's Enterprise Architecture framework, and ensures the confidentiality, integrity, and availability of state systems and applications. We also develop and implement policy and direction for the State's IT program, priorities, and initiatives.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We are located in the downtown Sacramento area.

What You'll Be Doing…

As a Data Processing Manager II within our Information Technology Project Oversight Division, you will perform complex and sensitive tasks involving the initial approval of significant IT projects within State government and oversee these projects to ensure their successful implementation. You will review plans, proposals, and other IT project documents submitted by your assigned departments to determine their effectiveness and efficiency, feasible alternatives, project merits, and proper planning required for project success. You will present/report project status risks and issues to project steering committees and to executive management.

Once approved, you will provide oversight of projects to ensure adequate project management for project success. This will include assessing project and departmental performance and identifying critical problems and issues, reviewing progress assessments, remediation strategies, and independent oversight vendor reports, working collaboratively with other agencies to understand their long term IT project portfolio planning needs, and creating IT-related notification letters/statewide IT policies and procedures.

For a more complete job description, click on DATA PROCESSING MANAGER II to view the Duty Statement.

Who We're Looking For…

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Possession of a PMP Certification, or other formal project management certification(s).
- Direct experience leading IT projects, either in a Project Manager/Director role or a key role on large projects.
- Possess a very broad knowledge of the principles of project management, approval processes for IT projects, and IT systems design.
- The ability to work well under pressure, meet deadlines, and adapt to changing priorities.
- The ability to exercise a high degree of initiative, independence of action, and originality.
- Exceptional tact and the ability to demonstrate good independent judgment.
- Excellent communication, writing, and analytical skills.
- The ability to develop and maintain effective and cooperative working relationships.
- The incumbent must travel to customer department sites primarily in Sacramento County; however, occasionally may need to travel to other locations California.

How to Apply…

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY
1325 J Street, Suite 1600
Sacramento, CA 95814
Attn: Megan Reed, RPA 14-183
For inquiries, please call (916) 319-9223

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

To be considered for the position of a **Data Processing Manager II** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at http://cio.ca.gov/About/Careers for information and instructions on the hiring process.

The Fine Print…

Applications will be accepted only from individuals currently at the **Data Processing Manager II** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. This recruitment may be used to fill multiple vacancies occurring in the Information Technology Project Oversight Division for this classification within the next 60 days.